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# REVIEW PROCESS

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## Site Plan Review

City of Saint Paul

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### **1. APPLICANT SUBMITS SITE PLAN.**

The applicant submits the following to the Department of Safety and Inspections (DSI), 375 Jackson Street, Saint Paul, MN 55101:

- 16 copies of the site plan (and PDF version if available)
- Completed application form
- Filing fee

### **2. CITY STAFF REVIEWS THE SITE PLAN.**

Copies of the site plan are distributed to staff in various City departments, including Sewers, Water, Traffic, Zoning, Parks, and Fire. A copy is also sent to the District Councils for the neighborhood where the project is proposed.

### **3. APPLICANT SHOULD MEET WITH THE DISTRICT COUNCIL.**

On projects that will have an impact on the surrounding area, it is recommended that applicants meet with the District Council. The District Councils have an advisory role and normally send any comments they have to City staff to be considered during the site plan review. District Councils generally meet once a month. A list of District Councils with their phone numbers is included in the site plan review handouts.

### **4. APPLICANT MEETS WITH STAFF 2 WEEKS AFTER SITE PLAN IS SUBMITTED.**

A meeting will be set up so that the applicant can meet with City staff. At this meeting, the applicant can explain the project and ask questions. Staff will ask questions and explain any revisions to the site plan that will be needed. This meeting normally lasts 30 to 60 minutes. For most projects, the review is done by staff and there is no public hearing at the Planning Commission or City Council.

### **5. STAFF SENDS APPLICANT A “DECISION E-MAIL” SUMMARIZING STAFF COMMENTS.**

Staff will send an email to the applicant summarizing the comments from their meeting. Comments typically deal with zoning, parking, traffic, landscaping, utilities and storm water drainage. If there are issues raised by the District Council that need to be addressed, these will be included in the email too. The email may approve the site plan subject to all conditions in the email being addressed.

To ensure that all the improvements shown on the site plan are done, the City may in some cases require a security agreement in the form of a letter of credit, a performance bond or a cash escrow.

### **6. APPLICANT SUBMITS REVISED SITE PLAN.**

If revisions to the site plan are needed, the applicant must submit 7 sets of revised plans to City staff. The revised plans will be reviewed against the comments in the “Decision Email.” This review usually takes one week.

### **7. STAFF VERIFIES CONDITIONS FROM THE APPROVAL ARE MET ON REVISED PLAN.**

If the plan meets all City requirements staff will issue a letter approving the site plan. If further revisions to the plan are still needed, staff will notify the applicant.

### **8. APPLICANT APPLIES FOR BUILDING PERMITS.**

It is sometimes possible to have Plan Review conducted of building plans at the same time the site plan review is going on. However, Plan Review will not issue permits until the site plan has been approved.

This information is available online at [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi).

Please call Tom Beach at 651-266-9086 if you have questions about site plan review.